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Maintenance

**MANAGEMENT AND MAINTENANCE OF
NON-NUCLEAR MUNITIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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The OPR for this supplement is HQ AFSPC/LGMW (TSgt Gregory K. Dersno). This instruction implements and extends the guidance of Air Force Instruction (AFI) 21-201, **Management and Maintenance of Non-Nuclear Munitions**. The AFI is published word-for-word without editorial review. Air Force Space Command supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to HQ Air Force Space Command and subordinate units. Report discrepancies other than paragraph realignment to HQ AFSPC/LGMW, 150 Vandenberg St Ste 1105, Peterson AFB CO 80914-4470. It does not apply to Air Force Reserve Command nor Air National Guard units. Upon receipt of this integrated supplement, discard the Air Force basic publication.

1.1. The Functional Commander (FC) or Functional Director (FD), Contracting Officer and Quality Assurance Program Coordinator (QAPC) shall ensure all work, services and operations are in compliance with local, state and federal laws and regulations reference AFI63-124. Ensure all Statements of Work (SOWs) containing munitions requirements are coordinated with HQ AFSPC/LGMW and LGC.

1.1.5. (Added) This instruction applies to all AF owned munitions and explosives and non-AF owned munitions and explosive material courtesy stored on the installation. Accountability procedures prescribed in the instruction apply only to AF owned assets. Units will establish a tracking system for courtesy stored munitions. The tracking system will not be accountable, but should establish an audit trail for the assets from initial storage to removal from storage by the custodian of the assets. The terminology, munitions, applies also to ammunition, explosives or ordnance for the purpose of this instruction.

1.2.1. Contracted operations are not required to be aligned in accordance with this instruction; however, all applicable chapters or paragraphs (per AFI63-124) of this instruction will be complied with as required. Units will ensure the requirements of this instruction and all other applicable instructions, manuals, technical orders and guidance are included in the Statement of Work (SOW). Units failing to include adequate requirements in the SOW are not exempt from compliance requirements of this instruction, responsibility will rest with the Functional Commander.

1.2.2. Wings are not required to be aligned in accordance with figure 1.2; however, all applicable requirements of each section will be complied with as required. The munitions flight commander will determine the organizational structure based on mission requirements. The organizational structure must prove to enhance operational efficiency. The munitions flight will be aligned within the host wing logistics group.

2.7.2. Applies to Air Force owned and non-Air Force owned courtesy stored munitions and explosive material.

2.7.3.1.10. Ensure requirements of T.O. 11A-1-60, *Inspection of Reusable Munitions Containers and Scrap Material Generated from Items Exposed to, or Containing Explosives*, are complied with.

2.7.3.2. Procedures for managing CAD/PAD time change requirements forecast may be included in the wing operating instruction referred to in paragraph 2.10.8.

2.7.4.13. Munitions residue inspected IAW T.O. 11A-1-60 does not require turn in to the munitions flight, it is the user's responsibility for disposition.

2.8. These duties will not be delegated to a contractor. At contracted operations, these duties will be conducted by the Functional Commander and or the Contract Officer.

2.8.2. For contracted munitions operations this does not apply, instead ensure qualifications are adequately addressed in the SOW.

2.8.2.1. For contracted operations ensure requirements are properly identified in the SOW.

2.8.3. For contracted operations ensure requirements are properly identified in the SOW.

2.8.6.2. Not required.

2.8.6.3. Not required.

2.8.6.4. Not required.

2.8.6.5. Not required.

2.8.7. For contracted operations, ensure requirements are properly identified in the SOW.

2.8.10. Applies only at Combat Ammunition System – Base (CAS-B) host locations.

2.8.12. Not applicable at contracted operations.

2.8.13. Not applicable at contracted operations.

2.9. These duties may be delegated to a contractor as long as the delegation is clearly established in the SOW and does not create a conflict of interest. The Functional Commander will determine what responsibilities in chapters 2-5 are applicable to the mission unless otherwise identified in this instruction or supplement. The Functional Commander will clearly identify the requirements that the contractor will be responsible for in the SOW; however, ultimate responsibility rests with the Functional Commander.

2.9.1.4. Contractors who are appointed as munitions inspectors are not assigned SEI 836.

2.9.1.5. Contractors are not assigned SEI 375.

2.9.1.6. Not applicable at contracted operations.

2.9.1.7. Paragraphs 2.9.1.7 through 2.9.1.7.10. do not apply for contracted munitions operations. Manning is determined based on SOW, as written in the contract.

2.9.1.15. Note: T.O. 00-20-7 superseded by T.O. 00-20-5.

2.9.1.23. Note: T.O. 00-20-7 superseded by T.O. 00-20-5.

2.9.1.26.1. For CAS-B, ensure procedures cover contingency operations. Not required for Combat Ammunition System – Deployable (CAS-D).

2.9.1.26.2. Not required.

2.9.1.26.2.2. Not required.

2.9.1.28. Not required.

2.9.1.30. Send information copy to HQ AFSPC/LGMW.

2.9.2.5.4. Not required for CAS-D.

2.9.3.6. Use AFSPC Form 18, **Conventional Munitions Crew Briefing**.

2.9.3.9. Installation commander can delegate in writing the responsibility to appoint the lock and key custodians to the munitions commander and or flight chief.

2.9.3.13. Use only 11 digits for the storage location, IAW T.O. 11A-1-61-4.

2.9.3.20.1. Use procedures in chapter 39 to establish and manage Quality Assurance Program. For contracted munitions operations, chapter 39 does not apply; in the SOW, require a higher- level quality program (ISO 9000, ASQ 9000).

2.10.5.1. CAS-D training is not required.

2.10.7. Organization or unit commander will receive briefing from MASO or designated representative. Briefing will include all responsibilities outlined in this instruction and wing operating instruction. Form letters may be used to brief commanders. To signify completion of briefing, file the signed memorandum in the custody account folder.

2.10.8. Units may use this Wing Operating Instruction as their Customer Guide as long as it meets all requirements for a Munitions Customer Guide.

2.10.9. Briefings may be developed using computer aids, handout or form letters. Briefing will include all responsibilities outlined in this instruction and Wing Operating Instruction. Briefing will be documented, signed and filed in custody account folders.

2.10.10. Computer aid, handout or form letter may be utilized to provide training. Training will be documented, signed and filed in custody folder. Training may be provided in conjunction with custody/certifying official briefing (para. 2.10.9) and documented as such.

2.10.21. Document completion of review on memorandum.

2.11.23. Note: T.O. 00-20-7 superseded by T.O. 00-20-5.

2.12.25. Note: T.O. 00-20-7 superseded by T.O. 00-20-5.

3.3.6. T.O. 00-20-7 superseded by T.O. 00-20-5.

4.1.10.3. Igloos will be inspected for sufficient earth covering annually; however, checks may be made more often based on the local environment. Depth checks will be made in nine separate areas on top of the igloo, three throughout the length of the center and both sides. Additionally, check any areas that appear to be low. Depth check readings will be recorded and maintained by the building custodian. This

information can be used to forecast funds for igloo repair. Refer to AFSPC Form 17, **Annual Igloo Earth Cover Log**, for measurement diagram and for documenting depth checks.

4.1.11. As a minimum, ensure organization information, custodian(s) name and phone numbers are listed (placards may be used in lieu of stenciling on the container).

4.1.12.1. Non-DoD owned explosives can be stored as long as all requirements of chapter 26 and AFMAN91-201, *Explosive Safety Standards*, have been met. The request must be coordinated with Base Safety to ensure the items are safe to store and will not affect explosive siting: Security Forces to ensure proper security classification is assigned, BIO to ensure procedures are in place to properly address environmental concerns, and EOD to ensure emergency or disposal procedures are in place.

4.1.12.2. Maintain Technical data for all non-DoD explosives in courtesy storage. As a minimum, the technical data must include: Hazard class and division, compatibility group, CIC, Net Explosive Weight (NEW), and Procedures for the safe handling and storage of the item(s).

4.1.12.10. The IS507A report satisfies this requirement for Air Force owned assets. The new report only needs to be compiled when the courtesy storage agreement is reviewed. Ensure the latest report is attached to the courtesy storage agreement during the review process.

4.1.12.11. (Added) Whenever munitions custodians have access to their own munitions storage structure(s) within the Munitions Storage Area (MSA), custodians will be required to complete Munitions Movement Control Worksheets and update Munitions Control with facility status changes. In these cases, control numbers will not be assigned to the worksheet. As part of the courtesy storage agreement, custodians will receive training on how to properly fill out the movement sheets, location procedures and facility update procedures. Upon completion of movement, the custodian will return worksheets to the Storage Section. The Storage Section will maintain a separate file of these worksheets after updating the information in CAS-B.

4.1.12.12. (Added) The Storage Section will track courtesy stored assets stored within the MSA, but not loaded against the MSA Stock Record Account Number in CAS-B (i.e., Contractor, ANG, AFRES assets). A record showing Item Name, Quantity, Location, Hazard/Division, Compatibility Group, NEW and CIC code will be used and kept at the Storage Section. A Movement Control Worksheet will be used to show movement of these assets. The worksheet will be signed by the person receiving these assets and maintained on file in storage for two years. Storage will notify Munitions Control as facility status changes occur. If the owner of these assets have access to their own munitions storage structures within the MSA, they will have to fulfill the requirements outlined in paragraph 4.1.12.11.

4.1.13.2.8. The 10 percent weekly physical verifications are not required.

4.1.13.2.9. Upon completion of movement control actions, file completed movement control forms in Storage Section.

4.1.13.3.1. File annotated asset listing with movement control forms in Storage Section.

4.2. If a conflict exists between this instruction and T.O. 11A-1-10, the technical order will take precedence.

4.3.14. See paragraph 12.5.3. for guidance. The wing Operating Instruction (OI) required by 12.5.3. may serve as a customer guide as long as it addresses all necessary requirements.

4.3.16. Document reconciliation.

4.3.26. Document review of Base Supply records using a memorandum.

5.1.2.5. Only one dedicated Land Mobile Radio (LMR) net is required.

5.1.6. MAJCOM does not maintain an Emergency Action File (EAF). Units will work with base agencies to develop local Emergency Action Checklists (Fire Department, Disaster Preparedness, Security Forces, etc.)

5.1.8. Units are not required to use Munitions Control 2000 (MC2K). Units are authorized to track the following information at the Flight Commander's/Chief's discretion.

5.1.11. Quarterly forecasts/schedules are not required.

5.1.11.2. Maintain copies of the results for the last two fire drills.

5.1.13.1. Validate structure risk categories/controlled inventory item codes monthly with Security Forces.

5.1.13.2. Reconcile fire/hazard symbols at least monthly, reconciliation may be more often at the discretion of the munitions flight commander or chief with the Fire Department.

5.1.19.2.2. Do not replace high security locks for only having two keys per lock. Two keys are sufficient for storage of conventional munitions as long as one key is the control key. If the manufacturer's S/N is known, contact the vendor for a replacement key.

5.1.19.2.3.1. Custodians who have assets courtesy stored within the MSA may be added to the key access list. Custodians can only sign out keys for structures containing only their courtesy stored assets and must maintain paired access when required. The key access list will also contain signature and all structures the person is authorized to sign out or issue keys for. Keys will be returned when task is complete, but not later than end of duty day or shift change.

5.1.19.2.4.3. Units are not authorized to issue spare/control keys when only two sets of keys are maintained for one lock. Control keys will not be issued for any purpose other than lock maintenance.

5.1.19.2.9.4. Audits will be performed by the lock and key custodian(s). The custodian(s) performing the audit will sign to certify completion of audit. Only one line entry on the AF Form 2427, **Lock and Key Control Register**, in column six is used to document the audit of all keys listed on the form.

5.2.2.1. Provide MAJCOM and all users notification of scheduled and unscheduled downtime. Notify all users of fixes resulting from a system release; ensure a copy of release documentation is forwarded to functional OPR for the remote site. Process an asset and expenditure reconciliation during the months of March and September per OO-ALC/LIW instructions after all system designators have reconciled their semi-annual inventories. Notify MAJCOM when reconciliation is processed.

5.2.3. If system operators have not attended the CAS-B system administrator's course due to personnel changes, they must be scheduled to attend as soon as possible.

5.2.6. Notify MAJCOM only when problems result from extended downtime or CAS help desk is not providing adequate assistance.

5.2.7.4. (Added) Steps for requesting CAS-B program (ISC05/ISC12A) approval and documentation requirements.

5.2.7.4.1. (Added) Only the host System Administrator (SA) will have access to the Implementation (IST) category.

5.2.7.4.2. (Added) Request for IST use will be sent to HQ AFSPC/LGMW. ANG/AFR units will send requests to their MAJCOM. Air Force Academy can get local MASO approval. MAJCOM will forward request and approval documentation to host SA. If disapproved, MAJCOM will send back request with reason and options.

5.2.7.4.3. (Added) Request for use of ISC05A will state problem, item(s) affected, document number if applicable and CAS Global Call Center trouble number. Request will include steps taken to alleviate problem prior to request of ISC05A use. Request will state which of the following option(s) will be used from the ISC05A menu:

5.2.7.4.3.1. (Added) Load Stock Number, Lot, Stockpile & Inspection Records.

5.2.7.4.3.2. (Added) Update Lot & Stockpile.

5.2.7.4.3.3. (Added) Delete Stockpile Records.

5.2.7.4.3.4. (Added) Update Inspection Records.

5.2.7.4.3.5. (Added) Delete Inspection Records.

5.2.7.4.3.6. (Added) Delete Stock Number Records (Destroys Lot, Stockpile, Custody and Due In From Maintenance [DIFM]).

5.2.7.4.3.7. (Added) Load Stock Number, Lot, Custodial Asset & Inspection Records.

5.2.7.4.3.8. (Added) Update Custodial Records.

5.2.7.4.3.9. (Added) Delete Custodial Asset Records.

5.2.7.4.3.10. (Added) Load DIFM Records.

5.2.7.4.3.11. (Added) Update DIFM Records.

5.2.7.4.3.12. (Added) Delete DIFM Records.

5.2.7.4.4. (Added) Request for ISC05A will be signed by the MASO and can be sent via e-mail or fax.

5.2.7.4.5. (Added) Host SA will screen print prior to transmitting each data screen. SA will send printouts to requesting MASO. If printout is unavailable due to equipment malfunction, host SA will create an Memorandum For Record (MFR) stating problem and forward copy to MASO. Host SA will write date completed on request document and file copy.

5.2.7.4.6. (Added) When ISC05A transactions are complete, AFSPC MASOs will attach request documentation, MAJCOM approval, screen prints and MFRs together and file in Document Control until next semi-annual inventory.

5.2.7.4.7. (Added) ISC12A request can be approved by the MASO or NCOIC of AFV and sent directly to the host SA. SA will run report and notify requesting Stock Record Account Number (SRAN) when complete. Host SA will write date completed on request document and file copy.

5.2.7.5. (Added) Only host Systems Security Officer (SSO) will have SSO category assigned.

5.2.7.6. (Added) Only host SA will have SA category assigned.

5.3. Units are not required to establish a Combat Munitions Plan element.

7.2.2. Note: T.O. 00-20-7 has been superseded by T.O. 00-20-5 effective May 2000.

7.5.1.1. Note: T.O. 00-20-7 has been superseded by T.O. 00-20-5 effective May 2000.

8.1.3.3. The Care of Munitions in Storage Program (COMISP) will be managed locally by the Senior Munitions Inspector. The Senior Munitions Inspector and the local Quality Assurance Office will ensure a sound surveillance program coupled with accurate documentation of munitions inspections meet all the requirements of this program.

8.3.1.1.3. Locally suspended and/or restricted munitions items will be reported to HQ AFSPC/LGMW for coordination with other MAJCOMs.

10.1. Report is not required.

11.1.4.3.2. Paragraphs 11.1.4.8. through 11.1.4.12. are not required to be reported

12.1.2. Post-Post Operations. Post-post is a mode of operation that allows continued support during periods of extended computer downtime. Post-post operations will be implemented as an interim measure when automated accounting procedures are disrupted. It also provides a systematic recovery of information into the CAS-B system after normal operations are resumed. Munitions Flight Commander/Chief will develop post-post procedures for local implementation.

12.1.2.1. (Added) When it has been determined that CAS-B will be non-operational for an extended period of time, the MASO will initiate post-post procedures and establish a recovery team. This team, comprised of the System Site Administrator and personnel from CAS-B (at host location only), Munitions Operations, Inspection, Storage and Scheduling, will be responsible for collecting and organizing all documentation for input into CAS-B when it becomes operational. The order of document processing into CAS-B will be determined by the MASO. Attach computer output to all documentation.

12.1.2.2. (Added) CAS-B listings necessary to support post-post processing will be processed on a monthly basis to ensure current information is available should CAS-B become inoperable (units can keep softcopies on alternate media in lieu of hardcopies). Listings include, but are not limited to:

12.1.2.2.1. (Added) Structure Asset Report (IS102A).

12.1.2.2.2. (Added) Asset Balance Report - Stockpile (IS501A).

12.1.2.2.3. (Added) Asset Posture Report (IS509A).

12.1.2.2.4. (Added) Asset Balance Report - Location (IS567A).

12.1.2.2.5. (Added) SRAN/Base Name Report (ISB13A) may be downloaded from OO-ALC web site.

12.1.2.2.6. (Added) Base Information File (BIF) Report (ISB14A) may be downloaded from OO-ALC web site.

12.1.2.2.7. (Added) Basic Indicative Data Report (IDR) (ISD11A) may be downloaded from OO-ALC web site.

12.1.2.2.8. (Added) Master Stock Number and Substitute National Stock Number (NSN) Report (ISD12A).

12.1.2.2.9. (Added) Asset Levels Listing (ISG08A).

12.2.1.1. Contractors may be appointed in writing by the MASO to adjust accountable records; however, they may not be in the MASO's supervisory control. The MASO is responsible for ensuring they are qualified prior to appointment.

12.3.2. SRAN/Department of Defense Activity Address Code (DODAAC) is assigned to the host wing.

12.5. Note: Dog Training Scent Kits: Inspection element will remove unserviceable components from these kits and turn them in using the Found on Base (FOB) process under the assigned component NSN and condition code. Place the kit in condition code G, AWP for missing item. CAS will allow the kit to remain on the appropriate custody account if it is, ensure CAS-B is updated appropriately. Requisition the replacement items. When the replacement item is received, consumption issue the item to the organization, place the asset in the kit and return the kit to condition code "A." Forecast for the replacement items annually, using category "A." The kits must be forecast annually in category "C."

12.5.2.1. Note: EOD rubber ducks (1395 stock class training dummy assets) are managed by the Standard Base Supply System (SBSS) (FB) account, not the munitions (FV or FK) account.

Table 16.1. Guide for Quality Control (QC) Edits.

Type of Document	Inspector Sign/Date	IncheckerSign/Date	ReceiverSign/Date	Applicable Notes
Issue Documents	X		X	Note: (Added) 23
ADR	X		X (Added)	Note: (Added) 24
<p>Note: (Added) 23. Consumption Issues to 920RW will be signed by an inspector and EOD receiver.</p> <p>Note: (Added) 24. AF Form 191, Ammunition Disposition Request, or CAS ADR, Part 1 will be signed by a munitions inspector, part 2 will be signed by the MASO, part 3 will be signed by the appropriate Program Manager and part 4 will be signed by the disposal activity. Part 2 will also be signed by the installation commander for items that constitute an immediate danger to human life or property or by an EOD specialist for items declared an immediate response (Level 1).</p>				

16.8. Issue documents to account 920RW will have attached AF Form 191 or CAS Ammunition Disposition Request (ADR) and filed in Document Control.

17.4. (Added) The AF Form 68, **Munitions Authorization Record**, for the EOD account supply point account will have organization and shop code for supply point assets (i.e., 341ED) and 920RW for consumption issues to EOD for disposal. Two separate AF Forms 68 for EOD are not required. Account 920RW will only be used for consumption issue of items slated for disposal by EOD. No allocations will be loaded against account 920RW.

21.4.3. (Added) Inventories are not required for Account 920RW.

22.2.5.15. T.O. 11A-1-60 authorizes some users to certify their own packaging and residue. The users identified in T.O. 11A-1-60 will develop their own procedures for certification and disposal of residue and packaging. The munitions activity will certify and get disposition for all containers.

22.2.5.19. Expenditures will be reported daily during exercises and contingency operations.

22.3.1.9. (Added) Create a separate jacket file for issues to 920RW.

23.2.1.5. (Added) Aircrew Life Vest/Kit assets. DIFM is used for management and tracking purposes. Units must access the Indicative Data Record (IDR) for each respective life support master NSN and mark the time change indicator block. Each time an issue is processed, CAS will prompt the technician if DIFM is required.

23.2.1.5.1. Training assets (Category D) will be custody issued to the respective account.

23.2.1.5.2. Initial issues (Category C) will be consumption with NO DIFM indicator.

23.2.1.5.3. Recurring issues (Category A) to replace expired service life assets will be processed using the consumption issue process with a YES DIFM indicator.

23.2.1.5.4. Category C assets will be turned in under the Category A (replacement item) issue document number to clear the DIFM and then be re-identified as required. In some cases, assets with expired service life can be reclassified as condition code B and utilized for training. FOB procedures will not be used to pick up returned assets on record.

23.2.1.5.5. (Added) Issues to EOD for disposal will require a completed AF Form 191 or CAS ADR, see table 16.1 for required signatures. Consumption issues to account 920RW will use category code Y.

23.4.1.1. Emergency Issue Requests will be coordinated through the Logistics Group Commander or designated representative.

25.4.1. The MASO may authorize the expenditure turn-in process to correct erroneous expenditures from custody accounts. This authorization must accurately describe the circumstances and be signed by the MASO prior to processing. Regardless of the process used to undo an erroneous expenditure, the MASO must ensure that the authorization level is properly adjusted.

25.6.3. The MASO will not establish accountability for non-stock listed items for which base officials have assumed responsibility, i.e., amnesty boxes. These items may be courtesy stored for EOD, Security Police, etc., but they should not be added to FV account. Courtesy storage agreements will be used to outline specific responsibilities.

26.4.1.1. The munitions inspector will validate the ERRC prior to assigning condition code "P" to determine if the item is an auto-ship asset. Auto-ship items will be placed in condition code "F."

26.4.1.2. Condition code "P" will only be used for explosive items. Condition code "H" will be used for inert and non-explosive munitions items.

26.4.4. The MASO will assure compliance with PM's disposition instructions within 60 days from the day the disposition is received. For tracking purposes, the ADR will be dated when it is received back at the unit. Exception: items should be consolidated for shipment on a quarterly basis.

26.4.2. Local disposal (DEMIL) of unserviceable, non-explosive (inert) munitions components and containers is authorized regardless of dollar value. The MASO/flight commander/chief determines items to report that he determines may be of use to others for training. Units will send a message to HQ AFSPC/LGMW offering those components for use before taking any disposal actions. This gives each unit the opportunity to acquire needed components to return an end item to a serviceable condition.

26.9. Explosive items slated for complete disposal by EOD will be issued to account 920RW. A completed AF Form 191 or CAS ADR will be required prior to cutting issue document. Issues to 920RW will not require an AF Form 2005, **Issue/Turn-In Request**.

27.1.5. (Added) As applicable, lot or serial number will be annotated on the shipping document.

27.1.6. (Added) Condition Code F assets should be expeditiously entered into the repair cycle process. Shipment of these assets will be processed as soon as practical once the item is put into Condition Code F.

29.1.3. After verifying the container is XD2, load the IDR data using program ISD25A. If transportation indicative data is blank after receiving the IDR update from CAS-A, contact OO-ALC for disposition instructions.

29.1.6. AFSPC units may keep excess empty containers on custody accounts as long as they are on accountable records.

32.1.3. AFSPC units are authorized to exceed the 90-day period; however, they may not exceed seasonal needs.

32.2.3.3. The MASO will not establish accountability for non-stock listed items. The munitions function is not responsible for accountability, storage, inspection or disposition of these assets. All requests for local purchase munitions are submitted to the Chief of Supply IAW AFMAN 23-110, Volume 2. USAF shooting team requirements are considered local purchase munitions and are submitted to the Chief of Supply.

34.2.4. Requisitions will be submitted for replacements if/when the deploying unit returns to home station without the assets they deployed with.

36.3.1.1. Owning organizations will (at least annually) inspect and perform maintenance on all Static Display Munitions (SDM). This inspection/maintenance will be documented on a locally developed general purpose form. This form will be maintained with the copy of the ADR that authorizes the use of the SDM.

Chapter 38 (Added)

MUNITIONS ACTIVITY STANDARDIZATION PROGRAM (MASP)

38.1. Purpose. The purpose of a MASP team visit is to help identify areas within the munitions activities that can be improved and to assist in the resolution of problems beyond the unit's capability to correct. To achieve these goals, the team uses checklists, publications and technical orders to determine compliance with Air Force standards. However, the most important tool used during a MASP visit is the open and frank discussions between team members and wing personnel. It is not an Inspector General (IG) inspection nor is it meant to be used as the sole catalyst by units in preparation for passing a Unit Compliance Inspection (UCI).

38.2. Policy. HQ AFSPC/LGMW is the command monitor for the program and will conduct MASP visits every two years. HQ AFSPC/LGMW will fund TDY costs for the team. Augmentees will make their own travel arrangements. Upon completion of the MASP visit, augmentees will furnish a copy of travel orders and completed travel voucher to HQ AFSPC/LGMW.

38.3. MASP Team. The MASP team will use checklists, publications and technical orders to determine compliance with Air Force standards. The team will indicate areas requiring management attention and assist in the resolution as necessary.

38.3.1. MASP Team Composition. The MASP team will normally consist of a Team Leader and representatives of all munitions functions. The composition of the team may vary, depending on the mission and size of the unit visited. Munitions activities within AFSPC may be tasked to provide augmentees to the MASP team.

38.4. Procedures. The MASP team will provide assistance to as many areas as possible. To provide maximum flexibility, the amount of assistance for each general item is left to the discretion of the team leader, team member observing that particular area and the organizational commander.

38.5. Notification. HQ AFSPC/LGMW will publish a schedule of proposed MASP visits in November of each year for the following 12-18 months. This schedule will be distributed and validated by affected units. HQ AFSPC/LGMW will normally notify each unit at least 60 days in advance of scheduled visit. The notification message will include team composition and support requirements. Upon receipt of the notification message, the LG of the visited organization will appoint a project officer to coordinate the support requirements and provide the project officer's name, rank, DSN and e-mail address to HQ AFSPC/LGMW. Unit requests for MASP visits will be submitted to HQ AFSPC/LG at least 30 days before the date the visit is required.

38.6. Reports. Report Disposition. The visited LG will be given a draft report preceding MASP team departure. HQ AFSPC/LGMW staff validates the content of the draft report before it's forwarded to HQ AFSPC/LG for final coordination and signature. The signed final report is posted on the HQ AFSPC/LGMW web site for download. The report is not answerable. Additionally, intermediate headquarters will not request unit replies to reports. HQ AFSPC/LGMW will assign, suspense and monitor higher headquarters action items to the appropriate agency for comments and corrective actions.

38.6.1. Report Format. The report will include the scope of the MASP visit and a paragraph after each section heading to summarize the visit to the respective element(s). Following the element subheading are all the commendable items as well as areas for improvement noted. Repeat areas for improvement will be identified with the word (Repeat) preceding the improvement statement. Special interest items and higher headquarters action items will also be addressed in the report.

38.6.2. Classification. The basic MASP report will be unclassified; classified addendum may be used if required. Refer to appropriate security classification guide for classification.

38.7. Briefings. As a minimum, the MASP team leader will inbrief the senior base operations or logistics staff officer, as appropriate, and key munitions/weapons and weapons safety personnel. Inbriefings for the wing commander will be at his/her option.

38.7.1. Upon completion of visits to functional areas, findings will be validated with the respective flight CC/chief or other appropriate personnel prior to a formal outbrief to the commander of the visited organization and applicable unit personnel. A copy of the draft report will be given to the munitions functional commander/munitions flight chief/wing weapons manager/weapons safety manager at this time.

38.7.2. Prior to, or after the formal outbrief, the MASP team leader will provide the appropriate wing CC/LG/OG a personal briefing of the MASP team's observations if requested.

38.8. Support Requirements. Entry authorization lists (EALs) will be prepared and distributed by the unit project officer to ensure entry into all applicable areas. During a MASP visit, team members will not be considered as part of the organization. Team members will require escorted entry into all conventional munitions/weapons activity areas. Pertinent data for the preparation of EALs will be provided in the notification message for HQ AFSPC/LGMW personnel. Augmentees will furnish EAL information by separate message. Upon arrival of the MASP team, the unit project officer will brief the team chief and all MASP team members on local procedures to ensure all team members know when and where to wear restricted area badges, when escort is required, and any other information on local conditions and restrictions.

38.8.1. Administrative work area, technical order/publication and CAS-B report requirements will be provided in notification message.

38.8.2. Vehicle requirements will be provided in notification message.

38.8.3. The unit project officer will make billeting arrangements for all MASP team members. Team integrity will be maintained at all times.

38.8.4. Each MASP team member will need a list of key unit personnel, to include munitions safety with name, rank, phone numbers, e-mail address, assigned function and office symbol.

Chapter 39 (Added)

QUALITY ASSURANCE (QA) PROCEDURES

39.1. Introduction. This chapter contains general information on typical responsibilities and QA functions. It also contains the required Acceptable Quality Levels, types of evaluations and inspections. For contracted operations these procedures do not apply, refer to higher-level quality program.

39.1.1. When requirements of a specific item technical order conflict with this instruction, the specific technical manual holds precedence. Units will notify MAJCOM munitions staff of conflicts and submit technical improvement reports when appropriate.

39.1.2. Requests for deviations or waivers from the requirements of this instruction will be sent to the MAJCOM munitions staff for approval consideration. Unit's requests for deviations or waivers must contain justification and expected date of compliance. The Logistics Group Commanders or equivalent will sign and submit all deviation or waiver requests.

39.1.3. Test or trial programs deviating from this instruction require MAJCOM approval.

39.1.4. MAJCOM approves deviations or waivers solely to provide a grace period for units unable to immediately comply with existing guidance. MAJCOM will forward to HQ USAF/ILMW all approved deviations or waivers to this instruction.

39.2. Responsibilities. Logistic Group Commander (LG/CC). In addition to the common responsibilities outlined in AFI 21-201, the LG/CC or equivalent will:

39.2.1. Manage the Wing's QA program.

39.2.2. Ensure a viable QA Program is implemented through the Logistics Group Senior QA Inspector.

39.2.2. Ensure only technically qualified personnel, who have the necessary communicative and interpersonal skills, are assigned to QA and designate them in writing.

39.2.3. Designate responsibilities of the QA Evaluator.

39.2.4. Review documentation of all evaluations/inspections being performed.

39.2.5. Approve all Acceptable Quality Levels.

39.3. Procedures. Quality maintenance is the responsibility of individual maintenance technicians, supervisors and commanders. The role of QA is to determine equipment condition and personnel proficiency (including quality of training), and to increase reliability and maintainability. QA identifies, through evaluation or inspection, negative trends and problem areas. Once identified as a unit factor (within the unit's ability to correct), QA includes the negative trend or problem area and determines the likely cause through data analysis from personnel evaluations (PE), technical inspections (TI), surveillance inspections (SI) and management inspections. Then QA recommends possible corrective actions to supervisors and may provide on-the-spot assistance. The QA inspection and evaluation program provides an objective sampling of equipment condition and maintenance personnel qualifications. Enhancement of mission performance is the prime factor in applying available manpower and resources. Wing quality assurance activities are the singular management responsibility of the LG/CC. The LG/QA flight is the focal point for all product improvement program activities.

39.3.1. Munitions Standardization and Evaluation Program (MUSEP). The MUSEP is designed to be a flexible feedback system for maintenance leaders, supervisors and workers. It provides methods to detect

negative trends and problem areas; inform supervisors of these problems, likely causes and possible corrective actions; and increase attention to areas when required. If unit factors are eliminated and the problem continues, QA reports the deficiency to the appropriate agency. QA must not be committed to percentage quotas in each inspection category or report type. Likewise, inspection volume or depth and scope of deficiency research are not to be determined solely by numbers of assigned personnel or equipment.

39.3.2. Ensures the MUSEP requirements are implemented and met.

39.3.2.1. Implements the MUSEP. Provides on-the-spot assistance through assigned evaluators in correcting problems.

39.3.3. Make recommendations to the appropriate Group Commander to enhance the quality of maintenance.

39.3.4. Acts as the primary technical advisory agency for maintenance, assisting the workcenter supervisors and the group commanders.

39.3.5. Monitors the effectiveness of self-inspection and assessment within the group.

39.3.6. Ensures appropriate actions are taken through the LG/CC to notify higher headquarters when deficiencies are found in Air Force or MAJCOM directives.

39.3.7. Evaluates maintenance management procedures, including forms, preprints, publications, MOIs, etc., for accuracy, intent and necessity.

39.3.8. Annotates management inspections, with the concurrence of the Group Commanders, to identify management causes on known or suspected problem areas and to determine effectiveness of maintenance management and procedures.

39.3.9. Final approval authority for manufacture of locally designed special tools or equipment.

39.3.10. Spot checks T.O.s, work cards, checklists and manuals during evaluations and inspections for currency and serviceability.

39.3.11. Reviews the Career Field Education and Training Plan (CFETP) and assists workcenter supervisors in identifying training requirements and task coverage.

39.3.11.1. Ensures supervisors document when a technician(s) is found to be unqualified on a task previously certified for his/her position. The specific reason for decertification (i.e., demonstrated lack of proficiency) is entered on AF Form 623A, On-the-Job Training Record Continuation Sheet.

39.3.12. Assists with local exercises/inspections, as required.

39.3.13. Reviews all new and revised technical data for completeness, accuracy and applicability. Informs affected work areas.

39.3.14. Manages the T.O. improvement reporting program and forwards all AFTO Forms 22 to MAJCOM for coordination/approval.

39.4. Selection/Qualification of Personnel. QA personnel have responsibilities beyond formal evaluation and inspection and must have a positive and constructive attitude toward production and management improvement. To ensure an adequate balance of career fields to provide the surveillance of critical maintenance functions, carefully analyze QA authorizations and the individuals assigned. Individuals being considered for assignment are highly qualified. Assess their potential to perform evaluations and inspections, knowledge of management procedures, communication skills and ability to properly analyze inspection findings. Personnel assigned as QA inspectors should not stagnate in that position. A replacement cycle is established to rotate personnel back to the work force, preferably no longer than three years.

39.4.1. To ensure evaluators are trained on inspection techniques and MUSEP content, all evaluators will attend the Numbered Air Force Munitions Evaluator/Inspector Course as soon as possible after being assigned to QA.

39.4.2. The QA training program ensures personnel are trained in overall QA responsibilities and maintain proficiency in their area of responsibility.

39.4.2.1. Evaluators must be CFETP qualified on tasks they evaluate.

39.4.2.2. Develop an expanded Job Qualification Standard broken down by functional areas and programs and cover all areas of responsibility.

39.4.2.3. Document newly assigned individual's training before they do unsupervised evaluations or inspections.

39.4.3. If a Nuclear Weapons Inspector (AFSC 2W2XX) is assigned to QA, the inspector performs the nuclear certification as prescribed in AFI 21-204.

39.4.4. The senior 2WXXX assigned to QA will conduct initial Evaluator Proficiency Evaluations (EPE) while the individual is doing one evaluation and one inspection in their primary area of responsibility. All EPEs will be documented on AF Form 2419, Routing and Review of Quality Control Reports, or any locally developed form and maintained in the evaluators Training Record.

39.5. Types of evaluations and inspections. Four types of evaluations, inspections and observations support the MUSEP: Personal/Task Evaluations, Evaluator Proficiency Evaluation, Technical Inspections and Surveillance Inspections.

39.5.1. Personal/Task Evaluation (PE). An over-the-shoulder evaluation of a technician or supervisor accomplishing a maintenance action or inspection on munitions and equipment. PEs appraise the technician's or supervisor's job proficiency, degree of training and compliance with Technical Orders. Individuals performing, supervising or evaluating maintenance tasks are subject to a PE. Limit the PE to the use of the same inspection or technical data required for the job. A task evaluation is a type of PE and consists of a QA over-the-shoulder evaluation of maintenance technicians or supervisors during actual job performance.

39.5.2. Evaluator Proficiency Evaluation (EPE). An EPE is a second type of PE that consists of initial qualification of all QA personnel and is based on one task selected by the senior QA inspector. Initial and qualification EPEs of QA augments are based on two tasks, one personal and one technical, selected by the senior evaluator.

39.5.3. Technical Inspection (TI). A TI is an inspection of equipment following a maintenance inspection or repair action. The TI verifies a technician or supervisor properly completed the inspection or repair action. Do TIs before equipment operation or use if operation could invalidate indications of proper

job accomplishment. Limit the TI to the same inspection checklist or technical data required for the job. Normally this inspection does not require disassembling parts, removing of panels and like actions. The TI report reflects deficiencies by the individual who accomplished the task, identifies specific weakness in the maintenance effort and points out where improvements are required by supervisors. Report the condition of the equipment determined through the TI to the owning and using workcenters. Review available documents and forms to determine accuracy, currency and compliance with applicable T.O.s and AFIs.

39.5.4. Surveillance Inspection (SI). A SI is an inspection of maintenance or handling operation to determine the quality of maintenance performed and verifies a technician or supervisor properly completed the task. The SI report identifies specific weakness in the maintenance effort and may point out where improvements are needed. Available documents and forms, including checklists are reviewed. The review determines accuracy, currency and compliance with applicable T.O.s.

39.6. Conducting Evaluations . When performing a PE, the QA inspector will brief the individual(s) on the evaluation and the rating criteria. The evaluation starts when the individual(s) begin(s) the task or portion of the task to be evaluated. The evaluation is complete when the task or previously determined portion of the task is finished. Critique the individual(s) evaluated on completion or termination of the evaluation. The QA inspector should provide on-the-spot training in the areas requiring improvement. The evaluation program established under MUSEP does not replace supervisors' responsibilities and actions for civilian employees. When performing an evaluation, the inspector determines if the technician or supervisor performed the job as prescribed by the published technical data and is in compliance with all local and Air Force policies and instructions.

39.6.1. Safety and Technical Violations. QA notes if any of the following conditions listed in para 39.6.1.1-39.6.1.2.1 occur and will stop the operation immediately when a safety/technical violation occurs. The operation will not resume until the violation has been corrected.

39.6.1.1. A detected safety violation is an unsafe act by an individual observed by QA. The unsafe act will result in a fail rating on all PEs. This will be annotated on the final report.

39.6.1.2. A technical data violation is an observation by QA of an individual performing maintenance without using tech data; failure to read all warnings cautions and notes will fall under this category as well. This will be annotated on the final report.

39.6.1.2.1. Failure to read a warning, caution or note is a minor error provided they are not violated and will not result in de-certification.

39.6.2. QA re-inspects each maintenance activity receiving a "failure" rating during a PE. Re-inspect a maintenance activity receiving an "unsatisfactory" rating during a higher headquarters inspection. Document follow-up inspections as you would normal day-to-day evaluations using the word "follow-up" in block IV of the 2419.

39.7. Acceptable Quality Levels (AQL). Establishing AQLs are developed by QA for each evaluation/assessment category. AQL is the number of minor findings a task (or process or product) may be charged for the task to be deemed "Acceptable/Meets Standards."

39.7.1. Exceeding an AQL results in the task being deemed "Unacceptable/Doesn't Meet Standards."

39.7.2. When establishing the AQL, consider at least six months of data on major and minor discrepancies, evaluations performed and other pertinent data. Consider combining items of equipment within a general equipment type having nearly identical standards.

39.7.3. The Logistics Group Commander (with recommendations from QA and Munitions Flight Commander/Chief) approves the AQLs and adjusts those that are unrealistic.

39.8. Rating Personnel Evaluations. QA rates each evaluation based on standards in this AFI. The rating applies only to the specific task evaluated and not to other tasks the technician is qualified to perform. Upon completion of a failed evaluation, the evaluator will provide on-the-spot training.

39.8.1. A minor finding is defined as an unsatisfactory condition that requires repair or correction, but does not endanger personnel, affect safety of flight, jeopardize equipment reliability or warrant discontinuing a process or equipment operation.

39.8.2. A major finding is defined as a condition that would endanger personnel, jeopardize equipment reliability, affect safety of flight or warrant discontinuing a process or equipment operation.

39.8.3. Flawless. No discrepancies detected during the evaluation.

39.8.4. Pass. Number of discrepancies detected is Acceptable/Meets Standards based on the established AQL.

39.8.5. Fail. Number of discrepancies detected is Unacceptable/Doesn't Meet the Standards based on the established AQL or:

39.8.5.1. A technician or supervisor fails to comply with a step, steps or portion of prescribed technical data that affects the performance of the equipment involved.

39.8.5.2. A technician or supervisor fails to detect a major discrepancy while complying with a Munitions Inspection or checklist requirement.

39.8.5.4. A technician or supervisor demonstrates a lack of technical proficiency or system knowledge.

39.8.5.5. A technician or supervisor commits a safety or technical violation.

39.8.5.6. A technician or supervisor fails to document maintenance actions in appropriate equipment records.

39.8.5.7. The team task is rated overall pass or fail with individual members given a rating of pass or fail. Team evaluations are scored the same as PEs. During team evaluations, errors committed by the team member(s) and not detected by the team/crew chief may also be attributed to the team/crew chief.

39.8.6. Rate SIs by comparing the number of discrepancies with the established AQL in this AFI. It is documented against the operation, not the technician or supervisor.

39.8.7. Documents files inspection: Rate Pass or Fail based on findings.

39.8.8. The AF Form 2419 or any locally developed form is used to document all evaluations. Deficiencies found during inspections are documented on the AF Form 2420, **Quality Assurance Inspection Summary** and attached to the AF Form 2419.

39.9. AFSPC Forms Prescribed:

39.9.1. AFSPC Form 17, **Annual Igloo Earth Cover Log**.

39.9.2. AFSPC Form 18, **Conventional Munitions Crew Briefing.**

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